

Finance

Mission. The mission of the Finance Department is to coordinate the financial affairs of the City and provide various internal services and supplies for all City departments.

Overview. The Department of Finance provides a variety of support functions to City departments and officials. The Director's Office coordinates all accounting, external auditing, bookkeeping, billing, revenue collection and purchasing activities for the City. In addition, the Director is tasked with supervising the preparation of the annual City budget, investment policies, debt management program, retirement systems, special assessments, risk management and data processing systems.

The Budget Office advises the City Manager and Director of Finance on the budget and related financial matters. This office also responds to requests for research and administers the operating and capital budgets. The Controller's Office directs the general accounting, auditing and payroll activities of the City. The Purchasing Office acts as the centralized purchasing agent for the City. The City's debt issuance is coordinated through the Debt Management section. Treasury is responsible for all revenue management and investment activities.

The Finance Department also manages Informaiton Technology to provide data processing and telecommunication services to City departments. Copier service, micrographics, printing and stationery stores services are provided through the Stationery Stores Fund. The life, health and worker compensation coverage of City employees, as well as risk management functions and the Safety Office are funded from the Self-Insurance Fund. Pension Management oversees the pension funds. Economic development projects are coordinated through the Economic Development Trust Fund.

Finance and Operations. The Budget Office is responsible for the development, preparation and administration of the City's annual budget. The Budget Office also coordinates preparation of the Capital Improvement Plan. A five-year financial plan is prepared for long-term forecasts.

Staff advises the City Manager and the Director of Finance regarding financial and management issues, and provides research for City management staff. Assistance is provided to City departments regarding appropriate and necessary budget procedures. Budget Office staff receive assistance on revenue and expenditure planning and statistical research from the Center for Economic

Development and Business Research (CEDBR) at Wichita State University. The CEDBR also assists with preparation of the City's Economic Profile.



In addition to preparing the annual budget, Finance staff coordinate a variety of research projects, often in cooperation with other departments, to facilitate informed decision making. Staff often present financial information to citizen groups, as shown above.

The Controller's Office provides general accounting services for City departments. Support includes processing vouchers and issuing checks. Controller's Office staff also administers approximately \$6 million of grants annually. The coordination of the annual external audit is performed by Controller's Office. Annually, this office administers the cost-allocation plan, allocating overhead and administrative costs among City departments. A significant responsibility is the preparation of quarterly reports outlining the City's financial condition and the Comprehensive Annual Financial Report. The office continually works to ensure that internal controls are in place to guard against waste, inefficiency and financial infidelity.

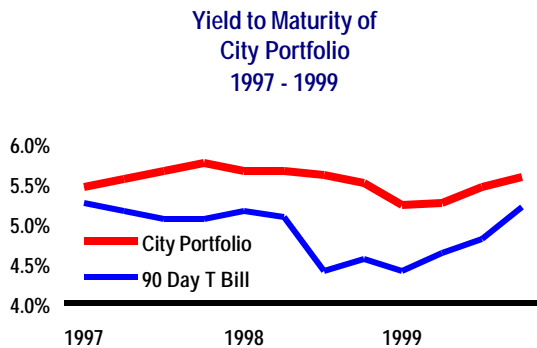
A significant enhancement to the City's accounting information systems occurred in 1999. In addition to providing Y2K compliance, a new finance system enables departments to requisition materials electronically, department heads to approve documents on-line, and offers increased flexibility in financial reporting.

The Purchasing Office performs the centralized purchasing of City goods and services. Staff seeks to procure the highest quality products and services for City departments at the lowest possible cost. In 1999, the Purchasing Office coordinated the City's migration to credit card purchasing, allowing for efficient purchasing and accounting of goods by field staff. Purchasing is currently implementing an electronic procurement system (via the Internet), which will allow vendors to register on-line, receive and submit bids electronically, receive purchase orders, provide invoices and obtain payments

electronically. This system should not only make staff more efficient, but it should reduce bid costs to the City by enhancing information flows.

The Debt Management section has two main areas of responsibility: coordinating the sale of general obligation bonds and calculating and administering special assessments to assigned benefit districts. Special assessment tax records are also retained in this section. Staff is responsible for spreading special assessments to benefit districts, certifying assessment rolls to the County, and reapportioning special assessments to parcels which have been split, re-platted or newly platted.

Treasury is responsible for the investment of the City's pooled investment portfolio, which typically is approximately \$200 million. Using the 90-day U.S. Treasury bill as a benchmark, the investment activity of the City has been very successful. Projecting cash balances and maintaining adequate cash flow for the City are functions performed by this office.



In addition, Treasury staff administers the City's false alarm ordinance. Staff continues to examine ways to reduce the number of false alarms and to efficiently collect fees when false alarms occur. Currently this process is privatized.

The Express Office component of Treasury coordinates the collection of City revenues, ranging from water bills to license fees. The City Hall Express Office is operated from 8 to 5 daily to facilitate customer payments. In addition, City payments may be made at cooperating local grocery stores for customer convenience.



Treasury operates the centrally located Express Office, on the first floor of City Hall, to facilitate customer payment of City fines, fees and billings. In addition, area grocery stores accept payments for certain City services.

Finance Department Budget Summary					
	1999 Actual	2000 Adopted	2000 Revised	2001 Adopted	2002 Approved
Personal Services	2,491,960	2,712,850	2,750,730	2,793,110	2,859,560
Contractual Services	669,260	693,580	693,180	693,200	695,200
Commodities	37,793	40,370	40,180	43,210	43,190
Capital Outlay	12,571	0	0	4,250	0
Other	0	0	0	0	0
Total Finance Expenditures	3,211,584	3,446,800	3,484,090	3,533,770	3,597,950
Position Summary					
Total full-time	57	58	58	58	58
Total part-time	3	2	2	2	2
Total FTE	59.00	59.25	59.25	59.25	59.25